First Sergeant's Barracks Program

Rear Detachment Operations Course

FSBP Overview

Rear Detachment Operations Course

What FSBP Does

- On-site management staff during the duty day (typically walking distance)
- Access to rooms (FSBP maintaining key management responsibilities)
  - Health and welfare inspections
  - Maintenance workers
- Provide leaders keys to a few transient rooms for their use for unforeseen circumstances
- Perform minor repairs (previously considered Self Help)
- Coordinate and track maintenance requests
- Assignment/Termination of rooms
- Exceptions to policy
- Certificates of non-availability (CNA) for Barracks
  - CNA's is based on a UPH utilization rate of 95 percent or above, at the brigade level.
- Act as an extension (not a replacement) of the chain of command

Rear Detachment Operations
What Unit Leadership Continues to Do

Course

Unit Leadership does the following:

- Has C2 of the barracks
- When brigade becomes over 95% occupied, unit leadership decides who will move off-post on a Certificate of Non-availability and receive Basic Allowance for Housing
- Decides where Soldiers live in the barracks
- Performs Health and Welfare inspections
- Enforces “living standards” in the barracks
  - Quiet time
  - Cleanliness
  - Drinking, smoking, guests, etc
- Maintains cleanliness of “common areas”
  - Hallways, laundry rooms, dayrooms, stairwells, etc
- Grass Mowing/Grounds up keep
- Police around buildings
- Appointment of Fire Marshal
- Performs lockout assistance

Rear Detachment Operations
FSBP Assistance to Rear Course Detachments

FSBP will provide or assist Rear Detachments (RD) with the following:

Pre-deployment:

- Provide master key to RD for room access
- Provide Barracks Utilization Report (BUR)
- Provide clearing briefs to personnel occupying unaccompanied personnel housing (UPH)
- Provide instruction on the battle handover/clearing procedures for vacated barracks and the associated common areas
- Provide transient rooms

Rear Detachment Operations
FSBP Assistance to Rear Detachments Course

During Deployment:

- Provide daily BUR to unit leadership
- Provide barracks space for all Soldiers arriving to unit that will deploy
- Walk through barracks, with units, and address any maintenance or room standard issues
- Provide units with service/work order lists and work with DPW for resolution

Rear Detachment Operations
FSBP Assistance to Rear Detachments Course

Redeployment:

- Provide assistance with Certificates of Nonavailabilty or Exception to Policy for redeploying soldiers
- Assist units with geographical bachelor assignment to UPH
- Provide computer assisted drawings (CADs) to units to be forwarded to deployed unit leadership to assign soldiers to specific spaces
- Insure all rooms for returning Soldiers are acceptable and any service/work orders that resulted in the room being deadlined have been resolved
- Assign Soldiers at the airfield so the soldiers living in UPH do not have to wait after the return ceremony to be assigned rooms

Rear Detachment Operations Course

CNA Information and Steps for Units

Battalions can submit Certificate of Non Availability (CNA) packets based on a 95% Utilization from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP).

Ensure that no soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.

• *Packets consist of the following documents and are available on digits from the FSBP office:*

a. *Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.*

b. *DA Form 4187 (Personnel Action).*

c. *DA Form 5960 (Authorization to start/stop BAH).*

d. *Lease Contract if requesting effective date of BAH to be backdated.* **This should be a rare circumstance, since commanders should ensure their Sergeant (E-5) and below do not reside off-post without a valid CNA.**

e. *Legal custody / marriage / divorce papers / Physician letter (if applicable).*

f. *Pregnancy statement signed by physician or profile w/due date (if applicable)* **28th Week is automatic, report to finance with DA5960, barracks termination and profile. If never in the barracks, come get memo from the FSBP office.**

Please do not staple packets and Do not send other documents in packets such as (LES; Counseling's; sworn statements; etc)

Completed packets go to FSBP office (Bldg 49017 Santa Fe) before going to finance, to issue the CNA.

a. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldiers redeployment date (If no room is issued).

b. **It cannot be approved prior to Soldiers redeployment date**.

Once the CNA is completed, the unit is contacted to pick up the packet and turn it in to finance.

Rear Detachment Operations Course
CNA Information

Leaders need to be aware that certain situations do not automatically entitle BAH. Refer to Army Regulation 420-1 Chapters 3-5 and 3-18. Some are listed below:

- Joint custody of child must be the primary care provider for 6 continuous months out of the year.
  - Proof of custody is court orders or approved DD 137, **NO POAs**/Other dependents must be court appointed and be in DEERS.
  - ***Just because the child belongs to a father or mother, and the child is in DEERS, DON'T always constitute Primary Custody.***

- Married to another Service Member (w/o dependents)
  - If Soldiers are not both assigned to Fort Hood, the incoming Service Member is considered "single" for BAH and barracks purposes unless the other Service Member is being assigned to Fort Hood within 60 days.
  - If both Service Members are already here and one of them leaves, the remaining Service Member is not required to come back to barracks.
  - If one of them is deployed when the other arrives at Fort Hood, the arriving Service Member is required to reside in the barracks until the other Service Member redeploys.

- Divorce-Once a Service Member is divorced, they become single and will need to stop BAH. They can submit, as any single Service Member, for a CNA.

- Too much furniture for a barracks room because the Service Member lived off post at previous duty station.

- Service Member is still locked in a lease.

- Service Member has pets.

Rear Detachment Operations Course

Exceptions to Policy (ETP) Requests for Geographical Bachelors

- Units can requests ETPs for geographical bachelors through the FSBP Admin Office located in Bldg. 49017.

- Garrison Commander is the approving authority for all ETPs for geographical bachelors.

- ETP request must be in memo format signed by the first O6 in the chain of command and must include Soldier's name, rank, and SSN; from and to dates; issue and justification; CSM name and number.

- Approved geographical bachelors are assigned on a space available basis and will be asked to sign a memo stating that he understands that he will have to vacate if the space is needed for a bonafide single Soldier.

- Geographical bachelors that are deploying/redeploying within 14 days, are fillers and replacements for deployed units and will deploy within 60 days, or are plus-ups for deploying units and will deploy within 120 days do not need an ETP request per OPORD PC 10-02-095, but they are still assigned on a space available basis.

Rear Detachment Operations Course

FSBP Points of Contact

Position	Name	Location	Barracks Bldgs	Office	Cell
Chief	Hermelinda Sandifer	49017		287-6180	535-3204
Senior HSG Mgr	Jeannie Drayton	49017		287-6512	535-5183
Certificates of Non-Availability	Bruce Davis	49017		553-3678	
Operations	Ken Fyffe	49017		287-4884	
Billeting/Mob-Demob	Jim Makosky	49017		287-4535	535-3201
Area 1 Mgr	Tracey Foster	49017		286-7741	535-2338
Team 1	Barracks Management	14011	12003, 12004, 12006, 12008, 12009, 14019, 14020 14022, 14023, 16009	553-1783	535-3017
Team 2	Barracks Management	10029	811-814, 819-868, 10001-10011, 10016, 10018	553-1785	535-3207
Team 3	Barracks Management	9224	9210, 9211, 9213, 9214, 9418, 9419, 9420, 9421, 9422, 10020, 10021, 10022	553-1917	535-1068
Team 4	Barracks Management	87026	815-818, 9423, 9424, 9425, 87007, 87012, 87013, 87015, 87020, 87021, 87022	553-1786	535-2957
Area 2 Mgr	Jill Martin	49017		286-7701	535-2170
	Barracks		37003, 37004, 37006, 37008, 37009, 41008, 41009,	287-99	535-212